



78th OSS prepares for busy hurricane season

5B

UCI Countdown

65 Days

Political rules and regulations

Robins explains guidelines for government employees

5A

THE ROBINS REV-UP

June 9, 2006 Vol. 51 No. 23

Robins Air Force Base, Ga.

THE MACH READ

General PKI Common Access Card (CAC) Training Sessions

The Warner Robins Air Logistics Center Information Technology (IT) directorate will host base-wide Common Access Card (CAC) Awareness training sessions this Tuesday through Thursday for base employees.

This training allows base employees to enhance their knowledge concerning Smart Card Logon (SCL) and ask questions about the CAC. The Air Force Public Key Infrastructure (PKI) System Program Office at Lackland Air Force Base, San Antonio, Texas, will provide a trained professional to conduct this training.

This voluntary half -hour to one-hour large audience presentation is designed for military members, civilians, government contractors, and overseas local hires. It provides an introduction to PKI, explaining what it is, how it works, and why this initiative is being deployed. In addition, a detailed explanation of CAC elements, users' CAC personal identification numbers (PIN), and PKI certificates/keys are highlighted in this presentation.

The following URL link has the specific times and location for each training session: <https://www.mil.robins.af.mil/irm/Slides%2006/May%2006/PKI%20End%20Users%20T raining.ppt>

For more information, call Juanita Griffin at 468-8562.

Rev-Up submission guidelines update

The editor of the Robins Rev-Up, Geoff Janes, has moved to a new assignment.

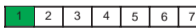
All submissions for publication should be sent to Amanda Smith, amanda.smith@robins.af.mil, and courtesy copied to Lanorris Askew, lanorris.askew@robins.af.mil.

Ms. Smith can be reached at 222-0807 and Ms. Askew can be reached at 222-0806.

Center of Excellence

The following performance goals are set for the Center:

DUIs as of May 30
50% reduction from fiscal 04



- Maximum DUIs allowed, 6
- Current DUIs obtained, 1

Training attendance as of May 30
90% attendance of training



Aircraft production as of May 30
95% aircraft due date performance rate

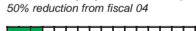


Lost work day injuries as of May 30
50% reduction from fiscal 04



- Maximum lost work days due to injury allowed, 16
- Current days lost, 3

Foreign Object Damage as of May 30
50% reduction from fiscal 04



- Maximum FOD incidents allowed, 5
- Current FOD incidents, 0

Green means goal is being met or exceeded.
Yellow means goal has not been met, but is still attainable.
Red means goal cannot be met.

Hands-off approach

Robins reminds drivers of cell phone regulations

By HOLLY L. BIRCHFIELD
holly.birchfield@robins.af.mil

Some drivers aren't heeding a Department of Defense regulation that calls for people to use hands-free cell phone devices while driving on base – and Robins isn't tolerating it anymore.

As of April 4, all drivers on Air Force Materiel Command bases are required to use hands-free devices such as ear pieces and speaker phones.

The policy is now in effect at all other DOD agencies as well.

But, a number of drivers are turning a deaf ear to the regulation, and Capt. Eric Horst, 78th Security Forces Squadron commander, said it could result in a ticket.

"We've definitely had some continued problems with people not being receptive to this new policy," he said. "I, as well as numerous other base leaders, have noticed and had discussions about the fact that we're

still seeing people on a regular basis driving while on their cell phones, without using a hands-free device. While the question has come up, 'What can we do about it?', I've reminded everybody that we all have a requirement to let these people know that they are violating a base regulation."

Captain Horst said violation of the DOD regulation is a primary offense, meaning security forces officers can ticket a driver on that offense without other

causes present.

The offense could also land three points on a driver's on-base driving record.

With the modern-day convenience at the hands of many drivers on the nation's roadways, the captain said the bad habit of talking on phones while driving has found its way on to base roads as well.

"I think sometimes people just kind of forget," he said.

► see CELL PHONE, 7A

A sporting good time



U.S. Air Force photo by SUE SAPP

The 78th Security Forces bed race team (Senior Airman Holly Kieffer, Staff Sgt. Antonio Brandy, Senior Airman Robert Young, Staff Sgt. Joshua Kieffer, and working dog, Arras) chase Tech. Sgt. David David Barber down the race course June 2 during Robins' eighth annual bed race. The squadron placed first overall making them Sports Day champion. For more sports day photos see page 1B.

Stolen VA records: Airmen urged to be vigilant

AIR FORCE PRINT NEWS

WASHINGTON – Air Force officials are asking Airmen to stay extra vigilant in protecting their credit and themselves from identity theft in light of the recent theft of 26.5 million veteran's records from the home of a Department of Veterans Affairs employee in May.

The VA announced over the weekend that the stolen records might include personal information of people currently in the military, according to a VA news release. Initial findings from the VA indicated the personal information on about 50,000 active duty, National Guard and Reserve Airmen may have been involved.

As the two agencies compared electronic files, VA and the Department of Defense learned that personal information on as many as 1.1 million active-duty servicemembers, 430,000 National Guardsmen, and 645,000 members of the Reserve may have been included in the data theft, according to the VA release June 7.

The VA has received no reports that the stolen data has been used for fraudulent purposes. However, the VA is asking all veterans to carefully monitor bank statements, credit card statements and any statements relating to recent financial transactions.

► see VA, 7A

Family Support Center changes name, not service

By HOLLY L. BIRCHFIELD
holly.birchfield@robins.af.mil

The Family Support Center may have a new name, but its mission of taking care of Robins' Airmen and families remains the same.

The FSC, now known as the Airman and Family Readiness Center/Flight, took on its new name in mid-May as part of an Air Force leadership-driven change at family support centers across the service branch to ensure Airmen, whether single or married, military or civilian, recognize the benefits afforded them.

Christine Parker, Airman and Family Readiness Flight chief, said the name change defines who the center serves, a matter that before wasn't clear to some people here.

"I'm hoping that the single folks and maybe even those DOD civilians and some of the married folks without children will be less likely to say, 'Well, that's a family place,' and

come on in," she said.

Change is far from new for the staff. The family support center was formerly housed in two buildings, and was consolidated into one building in late 2005 to make access for its customers easier.

The center has served retired and active duty military, Department of Defense civilians and their families since the early 1990s – and Royce Williams, a community readiness consultant in the center, said that mission won't change.

"We still provide the same services," Mrs. Williams said. "If anything, we're trying to improve on the services we already have."

Mrs. Parker said equipping the center's community readiness consultants with tools to meet units' needs on an individual basis is just one of the improvements the 19-person staff has in store in the coming months.

► see NAME, 7A

Summer fun



U.S. Air Force photo by SUE SAPP

Jumica Brown works on a bead bracelet with Ruby Wasway, program assistant, at the Youth Center Wednesday. This and other activities for students who are on summer vacation will be featured in a future edition of the Rev-Up.

THINK SAFETY

AIRMEN AGAINST DRUNK DRIVING
To request a ride, call 335-5218, 335-5238 or 335-5236.

SLOW DOWN ► 180 speeding tickets have been issued to date. Accumulating 12 traffic violation points within a year may cause drivers to lose base driving privileges for up to six months. Speeding violation points are based on the number of miles over the posted speed limit.

WEATHER FORECAST

TODAY 62/95 **WEDNESDAY** 64/96 **THURSDAY** 66/98 **FRIDAY** 66/98

What everyone needs to know about 971 Folders

By DIRECTORATE OF PERSONNEL WORKFORCE EFFECTIVENESS BRANCH

The proper maintenance of 971 folders is an important issue for both supervisors and employees and is this week's Unit Compliance Inspection focus story.

Tina Miller, Directorate of Personnel Employee Relations Section B chief, said supervisors shouldn't underestimate the importance of properly maintaining their AF Form 971s (Supervisor's Employee Brief), commonly referred to as 971 folders or supervisor's folders. For instance, where does a supervisor seek emergency contact information if an employee has an allergic reaction to a bee-sting? What does a supervisor do if an

employee wants to discuss the elements of his position description or core document? Where does a supervisor look to determine if an employee is overdue specific training to update his certifications? The answer to these questions is in the 971 folder.

"The purpose of 971 folders is to ensure that you have everything you need at your fingertips to properly supervise your employees throughout the year," said Mrs. Miller.

The folders should contain the AF Form 971 with updated address and contact information, as well as personal emergency contact information, employee's current Air Force Core Personnel Document (AF Form 1003) or Civilian Personnel Position Description (AF Form 1378),

performance appraisals for the current year and the three preceding years, performance feedback, training records, complaints of indebtedness, leave schedules, any pending Request for Personnel Action (RPA), and DD Form 2365 (DOD Civilian Employee Overseas Emergency-Essential Position Agreement).

The only medical documentation that can be retained in the 971 folders is an employee's approved request for excused absence for physical fitness activities with supporting physician certification attached. This medical documentation must be maintained in a sealed envelope labeled "Confidential Medical Record — Physical Fitness Program," and stored in a separate part of the file. No other

information relative to medical condition or history (for example, Occupational Medicine Services (OMS) medical evaluation of work status sheet, leave without pay request, voluntary leave sharing program or Family Medical Leave Act) should be filed in the 971 folder; such must be maintained in a separate file and treated as confidential in accordance with 29 C.F.R. 1630.14. In an emergency, a supervisor may discuss an employee's medical condition or history with first aid or safety personnel.

"Remember that these records contain confidential information," said Mrs. Miller. "At a minimum, the drawer in which you store your 971 folders should be labeled as containing 'Personal Data, Privacy Act of 1974, 5 USC

552A, AFVA 205-15.' You must ensure that you protect these extremely important files from casual access so that employee privacy is not violated."

When an employee moves to a new position at Robins -- whether through promotion, reassignment or change to lower grade-- their former supervisor should forward the 971 file to the gaining supervisor in a manner to ensure its contents are not compromised or lost. If an employee accepts a position at another installation or agency, or if the employee leaves the federal service, the 971 folder must be maintained for 60 days and then destroyed. Shredding the personal documents is the recommended method of destruction. When a supervisor leaves the organiza-

tion, the 971 folders remain with the losing organization for the new supervisor. If an employee is separated as a result of an adverse action, the 971 folder must be maintained until any pending grievance, appeal, Equal Employment Opportunity complaint, or Unfair Labor Practice resulting from the adverse action has been concluded. This issue should be referred to the servicing Employee Relations Specialist for assistance. Also, the servicing Employee Relations Specialist should be contacted regarding the 971 folder of an employee that has separated in order to enter military service.

For more information, supervisors should contact a servicing EMR specialist at 926-5802 or 926-0677.

Current AF Form 971, Supervisor's Employee Brief Checklist

- ☑Employee information -- Home address and phone number (pencil entry)
- ☑Emergency POC information -- Name, home address and phone number (pencil entry)
- ☑Supervisor's comments -- Supervisor's annotations of events during the past year (pencil entry) and copies of non-disciplinary and disciplinary actions that must be maintained for specified period (and then removed); Counseling -- one year; oral admonishment -- one year (two years if a second disciplinary action occurs within one year);

- reprimand -- two years; suspension -- three years.
- ☑Employee data -- Automatic updates received on training, awards, experience data, or other significant personnel actions (pencil entry). SF50s received should be provided to the employee.

- MISCELLANEOUS INFORMATION
- ☑Projected annual leave schedules -- Approved no later than Feb. 15 each year and reviewed no later than the beginning of third full pay period prior to the end of the leave year each year.

- ☑Emergency Essential Agreement, DD Form 2365 - DOD Civilian Overseas Emergency Essential Position Agreement for employees assigned to emergency-essential positions.
- ☑Reservist information/military orders

- PERFORMANCE PLAN/CORE DOCUMENT
- ☑Current core document/position description (AF Form 1003, AF Personnel Core Document/AF Form 1378, position description).
 - ☑Current performance and promotion appraisal plan, AF

- Form 860 (unless contained within core document).
- ☑Core documents/position description for targeted positions if employee is in a growth or series (for example, 5/7/9 position).

- PERFORMANCE APPRAISALS
- ☑Copy of performance rating, AF Form 860A, for most recent rating cycle
 - ☑Copy of performance ratings, AF Form 860A, for the preceding three years
 - ☑Copy of any technical appraisals, if applicable (for example, AF Form 2620,

- Acquisition Civilian Career Enhancement Program Technical Appraisal)
- ☑Performance feedback sessions/periodic performance discussions (AF Form 860B) for current appraisal year (exception: if there is an ongoing grievance or other complaint, retain until final decision is rendered)
- ☑Copy of documents pertaining to performance improvement period (PIP), if applicable. Note: Accomplished if an employee "fails" to meet a critical element during appraisal cycle; accompanies an out-of-cycle

- rating and is removed when performance improves to "pass."
- MEDICAL DOCUMENTATION
- ☑Approved request to participate in physical fitness activities must be maintained in a sealed envelope labeled "Confidential Medical Record-Physical Fitness Program" and stored in a separate part of the file.
 - ☑Do not maintain any other medical documentation in the 971 folder - medical documentation must be maintained in a separate folder.

INSTRUCTIONS

Continued from 1A

"Instructions need to be kept current and essential in order to ensure that we're in compliance with higher headquarters instructions and directives," she said.

That means a teaming approach must be taken, especially with the recent reorganization and changes in office symbols making it hard to find OPRs, she said

The OPR from each organization is responsible for the accuracy, currency, and integrity of the contents and for compliance with their publications and forms. He or she may designate an individual to serve as the point of contact (POC) for each publication and form. The POC, who must be an Air Force civilian employee

WHAT TO KNOW

For more information on Robins Instructions, contact Jackie Barron in the Publications and Forms Management Office, at 926-1791, or via e-mail at 78cs.scx.publication@robins.af.mil.

or a military member, consults with the publications and forms management office before developing a publication or form and at any point during the publishing process for guidance and advice.

Once the instruction, publication or form is complete, it is returned to the publications office where it's reviewed for proper format. It is then processed for publishing and sent forward to the majcom, Air Force Material Command.

Review of Robins Instruction Checklist Items

- ☑Ensure the publication does not already exist.
- ☑Ensure the publication is valid and does not conflict with any existing guidance.
- ☑Draft must be created using Microsoft Word in 12-point Times New Roman font, with one-inch top, bottom, left and right margins.
- ☑Number all paragraphs and subparagraphs using the numbering system outlined in AFI 33-360, Figure 2.1. Bullets are not authorized in Air Force Publications.
- ☑Ensure a table of contents is included if the publication is more than 20 pages.

- ☑Ensure publication includes a purpose statement: In addition to the publication's purpose statement, always cite the antecedent publication (AFPD XX-XX) under which the Robins publication is being published (AFI 33-360). Explain what the publication covers; who must comply with it; and if the publication implements a DOD or other federal publication. If the publication is subject to the Privacy Act of 1974, indicate that fact.
- ☑Ensure publication includes a summary of changes: This statement is mandatory for all revised Robins publications. Cite new, revised, or obsolete forms. If a revision has major or significant changes from the previous edition -- the reader

- must then read the publication in its entirety. When this is the case, the following language will appear in bold type as the first sentence of the summary of revision: "This document is substantially revised and must be completely reviewed."
- ☑Ensure all staff offices that have a technical or functional interest coordinate the publication either on the AF Form 673, by e-mail, or by letter prior to submitting it to 78th Communications Squadron plans and programs flight (78th CS/SCX) for processing. Coordinators are responsible for reviewing and coordinating on publications and forms based on the rules established in the coordination tables as outlined in AFI 33-

- 360, Tables 2.2, 2.3 and 3.2.
- ☑Other coordination: At a minimum, all publications must be coordinated through the Records Management, FOIA/Privacy Act Offices, located in Building 301, East Wing; the Staff Judge Advocate located in Building 215; the Publications/Forms Management Office, in Building 228; and if it affects civilians, coordinate with the Civilian Personnel Office. The coordination will become a permanent part of the publication record file. Publications sent via e-mail will not be processed until original AF Form 673 and/or coordination documents have been received by 78 CS/SCX.

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SUBMISSION
GUIDELINES

Editorial content is edited, prepared and provided by the 78th Air Base Wing Office of Public Affairs at Robins Air Force Base, Ga. All photographs are Air Force photographs unless otherwise indicated. Stories and briefs must be submitted as a Word document. They may not exceed two pages, double spaced. They must be typed using the Times New Roman font, 12-point type, with 1-inch margins. All submissions will be edited to conform to Associated Press style. Submission does not guarantee publication.

Submissions must be received by 4 p.m. the Monday prior to the requested Friday publication. They should be e-mailed to amanda.smith@robins.af.mil and courtesy copied to lanorris.askew@robins.af.mil. Submissions should be of broad interest to the base populace. If there are further questions, call the editor at (478) 222-0804.

DELIVERY

The Robins Rev-Up is published 50 times a year on Fridays, except when a holiday occurs during the middle or latter part of the week and the last two Fridays of the year. To report delivery issues, call Amanda Smith at (478) 222-0807 or Lanorris Askew at (478) 222-0806.

ADVERTISING

For advertising information, call The Telegraph advertising department at (478) 923-6432.

CLASSIFIEDS

To place a classified ad, call The Telegraph at (478) 744-4234.

ONLINE

To read articles online, visit www.robins.af.mil/pa/revup/online/index.htm.

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Pilot for a day



U.S. Air Force photo by SENIOR MASTER SGT. DAVID H. LIPP

Master Sgt. Tracey Kensmoe helps "pilot for a day" Kris Young get situated in an F-16 Fighting Falcon egress trainer at the Air National Guard's 119th Fighter Wing in Fargo, N.D. The pilot for a day program gives children with serious health conditions a day away from medical tests and treatments. Thirteen-year-old Kris, from West Fargo, N.D., has Burkitt's lymphoma, a type of cancer. He has two uncles in the Air Force, one in the Marines, one in the Coast Guard and one in the Army. Sergeant Kensmoe is with the 178th Fighter Squadron.

No 'I' in teamwork?

There have been many times in my Air Force career when I've heard the statement "There is no 'I' in teamwork." I have often asked myself, "How sincere was the person who said it?" Some of their actions do not match the words that they speak, and "I" is all that they think about. This is the kind of person who demands respect instead of earning it.

Perhaps you know someone like this? Maybe it's your boss or a co-worker, and their lack of respect or appreciation for the team tends to make others not want to do their best. Nor does it help the team have pride in the job that they do every day. The integrity of the team suffers and too many assume that "just getting by" is enough.

Now ask yourself, "Am I giving 100 percent?" Do your co-workers or troops know they are appreciated and respected? Do you have a good attitude when you do your job? I know a lot of us tend to get blinded by suspense's and deadlines to get things done, and more often than not we are asked to "do more with less." It makes you forget the big picture, and it also makes you forget that you are part of a team.

I would like to give some examples of teamwork that people see and it makes

every American proud of the country we hold so dear.

Maybe just thinking about some of the examples I give will help you hold your chin up a little higher. How many of you have sat in awe of the precision and accuracy with which the Silent Drill Platoon performed their duties? You can bet that they practice the drill daily to make sure it is done right. Have you ever seen the Honor Guard post colors with grace and perfection? The military bearing they have when they give a family member the flag of a fallen soldier leaves us all with tears and remembrance.

We have all seen air shows where the Thunderbirds or the Blue Angels show their skills. The teams were chosen for attention to detail and pride in what they do.

Have you ever been to a retirement and watched someone's tears flow when they speak about the sacrifices they have made for the team? Their pride is obvious when they look at the flag.

Have you ever walked up to a veteran and thanked them for the sacrifices they made? How about an active duty military member?

Did you realize that "Team Robins" is also part of the big picture? We support

the war fighter in the jobs we do every single day. Even though you may not get as much recognition for your work it is still just as important. I teach diversity awareness at Robins, and it makes me one of the lucky ones. Along with 35 other facilitators we get to hear and see the pride people have when they talk about their jobs. We teach people who continue to make the sacrifices everyday no matter what adversity they may have faced and overcome in their lives. Even though we may stand in front of the class, we learn from them. We are truly honored to be teaching such wonderful people.

The facilitators try to make sure that everyone leaves our class feeling respected and appreciated for any job that they do. Whether it is the peace officer who stands at the gate or on the flight line, or the civilian who works along side an airman – we are all needed to continue to make things better here. The job cannot be done without you. Take pride in what you do and remember some of us believe "People First, Mission Always."

This commentary was written by Staff Sgt. Tina Wells of the 653rd Combat Logistics Support Squadron.



Col. Theresa Carter
78th Air Base Wing commander

Commander's
Action Line

Action Line is an open door program for Robins Air Force Base personnel to ask questions, make suggestions or give kudos to make Robins a better place to work and live.

The most effective way to resolve a problem or complaint is to directly contact the organization responsible: Security Forces 327-3445; Services Division 926-5491; EEO Office 926-2131; MEO 926-6608; Employee Relations 926-5802; Military Pay 926-3777; IDEA 926-2536; Base hospital 327-7850; Civil engineering 926-5657; Public Affairs 926-2137; Safety Office 926-6271; Fraud, Waste and Abuse hotline 926-2393; Housing Office 926-3776. This gives the organization a chance to help you, as well as a chance to improve their processes.

To contact the Action Line, call 926-2886 or for the quickest response, e-mail the following addresses: action.line@robins.af.mil. Please include your name and a way of reaching you so we can provide a direct response. Action Line items of general interest to the Robins community will be printed in the Robins Rev-Up. Anonymous action lines will not be processed.

Time spent obtaining CAC

I am retired military and recently had the misfortune of having to get my wife a new ID card because of a change in her medical status. I arrived at the MPF at 6:30 a.m. and got in the line that was already from the door to the bottom of the stairs. By 8 a.m. the line was down the hall.

Luckily because of my status as a retiree and not being able to make an appointment for an ID card I was given priority after scheduled appointments, active duty deploying individuals and before walk-ins for CAC cards. The noncommissioned officer in charge was very courteous and I really appreciate his position of being understaffed and not having more equipment.

The problem I have is the amount of time that is being expended by civilian, military and support contractors waiting to get CAC problems resolved. While I understand minor problems such as pin resets can be handled by local IT personnel in the units, many problems cannot. I would hazard to guess how much money in man hours is wasted each day in the MPF. What steps are planned to relieve this condition and put people back in their duty sections instead of sitting in the MPF for hours on end? Thank you.

Colonel Carter's reply

Thank you for your concern and for recognizing the incredible workload facing our MPF which serves more than 20,000 members of Team Robins. We are in the midst of re-issuing some 12,000 Common Access Cards (CAC) that were initially issued three years ago.

In addition to the mass re-issuance, we implemented mandatory computer logon with a member's CAC. As a result, many individuals with old information loaded on their CAC certificates have had to come to the MPF to get a new card. The average time to make a CAC is 15 minutes and the MPF only has six machines to make them. If you do the math, the max they should make in an eight-hour day is 192 cards. But the MPF has been issuing more than 220 cards a day in addition to dependent and retiree cards, as well as performing DEERs and SGLI updates. They have been doing this by working 12 to 14-hour shifts consistently to service their customers.

We have eight CAC pin reset locations throughout the base that members are encouraged to use instead of going to the MPF. Additionally, we requested additional DEERs machines from the Air Force Personnel Center at Randolph Air Force Base. If additional machines are approved, they will be placed strategically on base to support our large civilian and contractor population.

Also, the MPF will be adding employees to its staff who will work in the customer service section. Once the new employees begin, the MPF will open earlier and remain open in the evenings to better serve their customers.

Finally, the MPF will implement mandatory appointments for all CACs. If a member cannot logon to their computer with their CAC they will have to get a work-around from their IT administrator until they can be seen at the MPF by appointment. This will alleviate the hundreds of walk-in customers who spend several hours sitting at the MPF waiting to get a new card each day. Members can make appointments by going to the CAC Web Scheduler found on the Robins home page.

effective WGI, one source for this information would be Part A of your employee brief. This conversion pay tool will provide you with an estimate of your NSPS base pay amount (based on today's dollars), career group, pay schedule and pay band. Access to this conversion tool may also be obtained through the Robins home page by clicking on the NSPS logo, click on NSPS 101, then using the menu, select Conversion to NSPS and the Conversion Process. This conversion tool consists of two parts:

- Part 1** Determining your NSPS career group, pay schedule and pay band (steps 1 through 5).
Step 1 - A drop down box is provided for you to select your current occupational series.
Step 2 - Another drop down box where you are to select your current GS grade and step.
Step 3 - Asks, "Are you a supervisor?" (No or Yes).
Step 4 - Click on the "calculate" button
Step 5 - Indicates your NSPS career group, pay schedule, and pay band based on the information you provided in steps 1 through 4. The pay band salary ranges and the new base salary do

not include a local market supplement. Also note that in some instances, you may be converted into a different pay schedule and/or pay band than what is indicated on the conversion calculator based on the classification of your position.

Part 2

- Estimating your WGI buy-in and new NSPS base pay amount (steps 6 through 9).
Step 6 - Request the estimated conversion date of your organization's implementation into NSPS - Select the date by using the drop down boxes provided. Note: WR-ALC (Spiral 1.3) is estimated to convert on Jan. 7, 2007.
Step 7 - Asks, "When was your last WGI, promotion, or other equivalent increase?" Use the drop down boxes provided to select the appropriate date.
Step 8 - Click the "Calculate WGI Buy-in" button.
Step 9 - Request that you review your WGI buy-in information provided and new



Rosalind 'Roz' Overton is a National Security Personnel System transition assistant.

base salary which is based on the information you submitted. Your new base salary does not include a local market supplement.

Upon conversion to NSPS from the current GS system, employees will no longer receive WGI increases to their salary (the GS grade and step have been replaced with career group, pay schedule and pay band). Any subsequent mass conversion spirals (i.e., GS bargaining unit employees or FWS employees, if applicable) would receive the WGI buy-in automatically. After mass conversions, employees who move from a current GS system position to an NSPS position do not automatically receive the WGI buy-in. The WGI buy-in must be requested on a case-by-case basis.

Next week we will continue this series on pay with "Increases to base pay from the local market supplements and rate range adjustments."

For the latest information on NSPS, please go to the Robins home page and click on the NSPS logo. Our office is available to present an NSPS overview to your organization. If interested, the overview presentations may be scheduled by contacting Ms. Rosalind Overton, WRALC/DPN, 926-4023.

Political rules and regulations

Robins explains guidelines for government employees

By 2ND LT. SEQUIOYA L. FRANKS
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As national election season approaches, all government employees should take a closer look at the regulations surrounding their participation in political activities.

“We want to encourage people to understand their rights,” said Major Judith Walker, 78th Air Base Wing deputy staff judge advocate. “The Department of Defense does not prohibit government employees from participating in the political process, but there are certain parameters that need to be understood.”

Government employees,

military or civilian, may not use their official authority to interfere or influence the outcome of an election. This applies to the solicitation of votes or money for a candidate, attending political functions in an official capacity and running for partisan office.

“You can take issue with issues, but you just can’t take issue with people,” said Major Walker, referring to the guidelines prohibiting partisan political activities for active duty Air Force members.

Active duty personnel may not participate in partisan political management, campaigns, or conventions or make public speeches in relation to these activities. Partisan refers to any activity supporting or relating to candidates or issues identified with national or state political parties such as Democrat or Republican.

“If you (active duty personnel) have an opinion about an issue you may write to the editor of a newspaper, in your personal capacity on your own time,” said Major Walker. “The regulations are punitive, meaning that if you are found in violation you can be punished by law.”

All government employees may register to vote, vote and express a personal opinion on political candidates and issues, but not as a representative of the government. They may not participate in any of these permitted activities while on duty, while in a government office or building, or while using a government vehicle or other official property.

“The main issue is to make sure everyone can comprehend the differences between the liberties afforded civilian personnel as opposed to active-duty members,” said Major Walker.

She encourages all government employees, civilian and military, to review the regulations and DOD policy that permit political activities.

For Air Force members on active duty there is Air Force Instruction 51-902 “Political Activities by Members of the US Air Force,” which outlines permitted and prohibited activities.

Civilian employees may reference a recent policy letter signed by the Deputy Secretary of Defense Paul Wolfowitz, which includes a comprehensive explanation of prohibited and acceptable activities consistent with governing statutes, regulations, and long-standing DOD policy.

Any questions concerning political activity guidelines should be addressed to the Staff Judge Advocate office here at 926-3961.

Editor’s Note: These rules apply to civilian employees excluding officials appointed by the President with advice and consent of the senate (PAS) and Senior Executive Service (SES) officials, members of the contract appeals boards and all National Security Agency, Defense Intelligence Agency (DIA) and National Geospatial-Intelligence Agency (NGA) employees.

Civilian employees may not:

- Use their official authority or influence to interfere with or affect the result of an election
- Solicit or receive political contributions or allow the use of their official titles in conjunction with fund-raising or host or sponsor a political fund-raiser
- Run for partisan office except as independent candidates in certain local elections
- Participate in a permitted political activity while on duty or using government property

Civilian employees may participate in the following activities not expressly prohibited above:

- Be members of and serve as officers of a political party or partisan group
- Attend a political convention, caucus or rally and serve as a political party delegate or speak on behalf of a candidate
- Take an active part in campaigns by displaying signs, stickers, buttons or similar material
- Initiate or circulate partisan nominating petitions and campaign literature
- Endorse or oppose a candidate in a political advertisement, broadcast or campaign literature
- Vote and act as recorders, watchers or challengers at a polling place and drive voters to a polling place
- Serve as election judges or clerks
- Run for non-partisan office, meaning an office to which political parties may not designate candidates
- Solicit or receive uncompensated volunteer services as long as it is not from a subordinate or anyone with official matters before the DOD
- Manage or organize a political fund-raiser hosted or sponsored by others as long as no personal contributions are solicited

Airman and Family Readiness Center offers classes, workshops

Airman and Family Readiness Center (A&FRC) sponsored classes, workshops and seminars are open to all Team Robins personnel and their eligible family members.

Absences from duty sections to attend these offerings are the responsibility of the employee to coordinate with his or her supervisor. Because room assignments are subject to change, specific room numbers will be confirmed at the time of registration.

A&FRC is located on Ninth Street in Building 794, across the street just before the enlisted club. Hours are 7:30 a.m. to 4:30 p.m., Monday through Friday.

For more information, or to make a reservation, call 926-1256.

first-come, first-serve basis within the appropriate separation or retirement dates. Anyone who registers for a session and finds he or she can not attend, should cancel the reservation – there is a waiting list.

Community tour

The A&FRC Community Tour for all Team Robins members and their eligible family members will be Wednesday, 9 a.m. to 1 p.m. Participants are to meet at the Airman and Family Readiness Center.

This tour is designed to help newcomers become familiar with the surrounding communities, including activities and places of

interest.

The tour day includes information on some of Macon’s downtown and historic districts, a visit to the Ocmulgee Indian Mounds, a trip through Fort Valley, and a visit to the Lane Peach Packing Company.

How to start a business

A business consultant from the Small Business Development Center will conduct a “Starting a Business” workshop Wednesday, 9 to 11 a.m., Building 905, Room 248.

Information covered will include developing your business ideas, putting your plan on paper, and information/resources avail-

able for your use.

Salary negotiations

A Salary Negotiations class will be conducted Thursday, 9 to 11:30 a.m., Building 794.

This class covers evaluating offers, determining one’s worth, knowing if a salary is negotiable, understanding how and when not to factor benefits into desired salary, as well as how to decline an offer.

TSP/saving & investing

The A&FRC Financial Management program will hold a briefing on Thrift Saving Plan Saving & Investing Thursday, 1 to 2:30 p.m., Building 794.

Airmen Against Drunk Driving

FREE ANONYMOUS RIDES

335-5218

335-5236

335-5238

VA

Continued from 1A

Several resources are available for people to go to for more information. The VA has set up a special Web site at www.firstgov.gov/veteransinfo and a toll-free telephone number, 800-FED-INFO or 800-333-4636, that feature up-to-date news and information on the data compromise.

The site offers tips on how to check credit reports, how to

guard against identity theft and whom to call if an individual believes any fraudulent activity is occurring using his or her personal information.

The Air Force and Department of Defense are working closely with the VA to determine how many Airmen and other service members may be affected by the compromise of records. Airmen whose information has been compromised will be notified by the VA so they can take the appropriate steps.

HOW TO WATCH FOR SUSPICIOUS ACTIVITY

Tips on how to watch for suspicious activity include the following:

— Closely monitor your bank and credit card statements for fraudulent transactions. Monitoring accounts online is the best way to detect fraud early.

— Place a 90-day fraud alert on your credit report, which tells creditors to contact you before opening any new accounts or making any changes to your existing accounts. This action may cause some delays if you are trying to obtain new credit.

— It is only necessary to contact one of three companies to place an alert. That company is then required to contact the other two. The three companies are Equifax (800-525-6285, www.equifax.com); Experian (888-397-3742, www.experian.com); and TransUnion (800-680-7289, www.transunion.com).

Once the fraud alert has been posted, you are entitled to free copies of your credit reports. Review these reports for inquiries from companies you haven't contacted or accounts you didn't open. The alert can be renewed after 90 days.

WHAT TO KNOW

Airmen are advised to take the following steps if they discover fraudulent accounts or transactions:

— Contact the financial institution to close the fraudulent account(s) that have been tampered with.

— File a report with the local police department.

— File a complaint with the Federal Trade Commission by phone at 877-438-4338, online at www.consumer.gov/idtheft, or by mail to Identity Theft Clearinghouse, Federal Trade Commission, 600 Pennsylvania Avenue NW, Washington, DC 20580.

Additionally, family support centers across the Air Force are prepared to assist anyone with questions regarding identity theft or similar financial concerns, Air Force officials said.

Additional help can be found online at:

www.militaryonesource.com

www.privacy.ca.gov/sheets/cis3_english.htm

www.co.boulder.co.us/da/consumer/idtheft.htm

Mission organization

653rd Combat Logistics Support Squadron sends team to put warehouse goods in order

By HOLLY L. BIRCHFIELD
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A few Airmen from the 653rd Combat Logistics Support Squadron recently straightened out a messy situation.

Four members from the 653rd CLSS teamed up with a member from the 654th Combat Logistics Support Squadron at Tinker Air Force Base in Oklahoma City, Okla., and Vermont Air National Guardsmen to sort out items such as uniforms, chemical warfare gear, boxes of paper, pens, typewriter supplies, and other basic office supplies in a warehouse in the Middle East from late April to late May.

Tech. Sgt. Chad Ellebracht, a supply craftsman in the 653rd CLSS, who served on the team, said the mission was to help the 380th Expeditionary Logistics Readiness Squadron get a handle on its inventory by organiz-

ing its base service store from top to bottom.

"We went through and inventoried, getting an accurate count of what they had, and we established locations for them so they could be able to find things more easily," he said. "When we got there, there was a unit from the Vermont ANG there, and they had done quite a bit of stuff for us. They had set up some shelves and had some of the stuff on the shelves already."

Senior Master Sgt. Dale Brist, superintendent of the 653rd CLSS' Plans and Distribution Flight, said the team worked hard to get the place in order.

"The team worked 10- to 12-hour days, seven days a week, to get things the way they needed to be," he said. "In all, they handled about 1,600 line items."

And that task wasn't easy, said Staff Sgt. Frederick Sheppard, a supply craftsman in

the 653rd CLSS.

"Most of the challenge was making sure we had the right, accurate counts, and getting everything identified from what we had," he said.

But Sergeant Ellebracht said having a solid team working together with the Guard unit helped them get the job done.

"We worked hand-in-hand with those guys," he said. "They did a lot of the setting up and we came through and arranged it and made sure everything was accurately inventoried and accounted for."

Sergeant Sheppard said working together made the mission of organization a success.

"We (left) as a team and came back as a team," he said. "It's great to go with a group and get back to our families."

To keep the record straight for the 380th ELRS, Sergeant Ellebracht provided the unit with a spreadsheet that details its warehouse inventory.

CELL PHONE

Continued from 1A

"You see people downtown doing it constantly, and I think they develop bad habits down there and they continue them here."

And bad habits can have deadly consequences.

Carl Wilkins, 78th Air Base Wing chief of Ground Safety, said to keep people safer on the roads, people should take a hands-off approach.

"Just a few seconds of being distracted from driving can lead to a severe accident, and it could mean somebody's life or a severe injury to somebody," he said. "You can see people talking on their cell phones that run right though red lights. They cut over in front of other people, and if it weren't for people not talking on cell phones stopping, an accident would've occurred."

Mr. Wilkins said despite such happen-

ings, some people at Robins still dodge the regulation as much as others avoid wearing seatbelts.

"If they care for their family and loved ones, this is just as important as people putting on their seatbelts," he said. "They need to wait or pull off on the side of the road or (return) the phone call when they get home."

Staff Sgt. Kevin Piquette, a unit deployment manager in the 53rd Combat Communications Squadron, agreed.

"If you can't follow the rules, don't carry a cell phone," he said. "The policy is making people focus on their driving instead of talking on a cell phone, looking all around them, trying to focus on their conversation rather than driving. I find it extremely annoying when people are not concentrating on their driving."

With outside distractions such as base construction projects, minimizing other distractions such as cell phone use is important.

"Anything you do in a car other than driving is a distraction," Sergeant Piquette said.

Captain Horst said in the near future, first sergeants and commanders may be notified if a driver from their unit is involved in an accident where cell phone usage was a contributing factor – a measure that may deter people from violating the policy.

Captain Horst said drivers who violate the cell phone policy will not go unpunished.

"The biggest thing you'll see when going out of the gates is as soon as people break the gates and sometimes even before then, they're all on the phone telling mom that they're coming home," he said.

"But that 30 seconds that it took to make that call could make them not come home safe. It doesn't take much time to sit in a parking lot, make the call and then go home."

NAME

Continued from 1A

Mrs. Parker said as a result of an Air Force-wide restructuring of military personnel flights, airmen and family readiness centers will absorb programs like the Casualty Assistance Program and the Survivor Benefits Program.

Ms. Williams said the cen-

ter's new identity will allow them to help more people.

"We just hope that everyone grasps the new name and really understands that it's for single people and married people," she said. "We want everyone to understand the purpose for the change."

Dan Wells, a community readiness consultant and team leader at the center, said with time people will adjust to the

new concept.

"They're going to be surprised, because everyone is used to the family support center," he said. "That has been going on for many years. Anytime there's a change, it takes people time to think about it, time to digest it, time to learn it. But, as a whole, we're doing the same thing we always did, and it's just a name change."